



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: staffmanagement@hcps.org

www.hcps.org

October 20, 2021

AN EQUAL OPPORTUNITY

VACANCY ANNOUNCEMENT

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

ADMINISTRATIVE SUPPORT TECHNICIAN – SUPPLEMENTAL INSTRUCTION Central Office - Office of Curriculum, Instruction, and Assessment

This class is the second level in the Administrative Support series. Incumbents perform advanced clerical, bookkeeping, and data processing/computer maintenance support for school and District office operations. As assigned, incumbents may provide secretarial support for schools or District office functions including grant programs; receive and execute computer-related work orders; perform student and/or employee record data input and report generation; and/or maintain salary and time accrual records. As assigned, incumbents provide advanced support for a program or grant by responding to inquiries and processing transactions; scheduling appointments and interviews; performing accounting support and cashiering functions such as billing and payroll; resolving computer and software issues; providing summaries; and, performing data entry and report compilation activities. Based on assignment, responsibilities may include researching and resolving internal and external inquiries; supporting the development and compilation of reports, surveys, purchases, and events; and updating and performing edits on assigned files. As assigned, prepares correspondence; provides customer service; conducts data entry and updates records; and provides general administrative support as needed.

- *This is a 2-year grant funded assignment to be in effect through June 30, 2024.*
- *Grant funded assignments will be in effect as stipulated in the grant. Assignment continuation is contingent upon available grant funding.*

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE

These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

- Assists internal and external customers via email, telephone, and in person, responding to questions and concerns and providing information regarding programs, accounts, equipment, and grants. As assigned, researches, responds, resolves inquiries, and/or provides support for AR, AP, payroll, time accrual, and related functions and/or computer maintenance, graphics, repair, and software utilization.
- Updates, maintains, and retrieves information from files and automated information systems; incorporates data into assigned records and documents; supports the development and compilation of reports and summaries; and, generates reports from automated systems.
- Performs administrative support activities as assigned, which may include: maintaining schedules; coordinating meetings; editing and preparing written materials or documents; researching basic information and/or providing related support.
- Receives and reviews documents, forms, and requests from internal and external customers and processes them.
- Performs bookkeeping and cashiering functions as assigned; prepares and processes invoices or statements for accounts payable and/or receivable; and, assists with tracking budget and department information, such as maintaining balances, researching discrepancies, and preparing financial reports.
- Maintains and monitors inventory and/or supplies for assigned area and prepares requisitions to replenish stock.

ESSENTIAL DUTIES AND RESPONSIBILITIES SPECIFIC TO OFFICE OF SUPPLEMENTAL INSTRUCTION MAY INCLUDE

- Organizes and maintains files; retains and purges files in accordance with established records retention policies and procedures.
- Performs other duties of a similar nature and level as assigned.
- Assists in the coordination and organization of services of supplemental instruction activities, including tutoring activities and schedules.
- Serves as liaison between the Office of Business Services and the Coordinator of Supplemental Instruction for billing and contracts.
- Prepares and presents reports about supplemental instructional programs, as assigned.

SALARY

Grade 6 of the Salary Schedule for 12-Month Clerical (\$36,618)

TRAINING AND EXPERIENCE REQUIRED

- High School Diploma or GED.
- Three years of office or accounting administrative support experience.
- Microsoft Office Suite (Word and Excel) proficiency is required.
- KNOWLEDGE OF:
 - Data entry techniques, data management; and use of automated information systems;
 - Applicable programs and/or grants;
 - Proper etiquette in handling of confidential or sensitive information with discretion;
 - Mathematical principles; bookkeeping and cashing;
 - Modern office equipment.
- SKILL IN:
 - Utilizing a computer and relevant software applications;
 - Managing time and prioritizing work;
 - Coordinating routine projects;
 - Using databases for records management, information storage and retrieval;
 - Handling confidential and sensitive information using good judgment;
 - Providing guidance, assistance and/or interpretation to others regarding the application of procedures and standards to specific situations;
 - Providing advanced internal and external customer service;
 - Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at www.hcps.org. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

DEADLINE

Online employment applications will be accepted until **filled**.

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to Paula.Stanton@hcps.org, or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE